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1 August 1958

MEMORANDUM FOR THE RECORD:

SUBJECT: List of Historical Record's in CIA's Office of the Comptroller, 1953-56, as Shown by Records Inventory

1. [REDACTED] assistant chief of Records Management Staff,

said that the schedules for the Office of the Comptroller, were prepared under the supervision of

[REDACTED] in the Office of the Comptroller. She prepared the schedule for her immediate office and combined the schedules for the other offices under the Comptroller. Unfortunately, some of the offices did not follow the directions and did not give the linear feet in the ~~files~~ different items.

2. [REDACTED] said that [REDACTED] was very sensitive and

protective regarding the files and that we should not indicate that we had seen the schedules. Permission to consult the records should be obtained from her superior, Mr. Saunders, the Comptroller.

3. The records inventory for the Office of the Comptroller is made up of seven different schedules each with its own serial numbers. These are: Comptroller, NSC, Fiscal Division, Site Audit, Budget Division and Procedures, Finance Division, and Machine Records Division as shown in the attached listing. *in Reference A*

4. [REDACTED] office has prepared a summary of the permanent files of the Office of the Comptroller and a thermafax copy of this summary is attached. *as Reference B*

5. An examination of inventory showed that the temporary items listed in the attached list would probably have historical value and we might recommend their retention. *These are shown in Reference C*

HFG 4 Aug. 1958

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Reference A

Office of the Comptroller  
as of November 1956)

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Schedule Number	Unit	Items	Classification	Date
31-57	Comptroller	1-36	Conf.	14 Nov.1956
31.01-57	NSC	1-8	Conf	14 Nov.1956
31.02-57	Fiscal Division	1-93	Conf.	28 Oct.1955
31.03-57	Site Audit	1-7	Conf.	28 Jul.1955
31.04-57	Budget Division	1-26	Conf.	21 Nov. 1955
31.05-57	Finance Division	1-108	Secret	13 July 1954
31.06-57	Machine Records Div.	66-127		19 Nov. 1953

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Reference B

Permanent Files  
of the  
Office of the Comptroller  
As Listed By Records Management Staff  
Comptroller

Item No.

- 1 Reference Material  
File consists of Agency Regulations, Notices, Handbooks, Manuals, Instructions, and other reference material published by the Agency. Filed by type of document and numerically thereunder. Place in rescinded file when superseded. (October 1946-December 1955) 3 ft
- 2a Office Correspondence File  
Policy and Procedure correspondence file consisting of letters, memoranda, staff studies, and other files which document the activities performed by the Office of the Comptroller in accordance with the mission assigned in R 1-140. Filed by organizational component or by subject and chronologically thereunder; start a new file every fiscal year. (October 1946-December 1955) 22 ft
- 3 Organization and Operations Planning Records  
File consists of documents that relate to the establishment of and changes in Office of the Comptroller organization, functions, and relationships, such as organization and function charts, minutes of meetings, staff studies, changes in operating procedures, procedures, production methods, and inspection reports. Filed by subject and chronologically thereunder; start a new file every year. (1947-1955) 2 ft
- 5 Inter-Agency Agreements  
Working Funds and Reimbursement Agreements between various Government Departments and CIA. Filed by fiscal year, alphabetically by name of Department or Agency, and chronologically thereunder; start a new file every fiscal year. (1 July 1953 to 31 December 1955) 3 ft
- 6 Project Review Committee Actions  
File contains the advice of Project Action and reflects background of project and final approval. Used for budget control purposes. Filed by Fiscal Year and numerically thereunder. (Fiscal Years 1951-1956) 3 ft
- 7 Financial Reports  
File consists of reports prepared by Fiscal and Finance Divisions, Program Analysis Staff, Audit Staff, and Field Stations. Used for reference and/or information purposes. Filed by fiscal year, by type of report, and chronologically thereunder. 5 ft
  - a. Unvouchered Funds Monthly Report (FY 1956) (Top Secret)
  - b. Central Intelligence Agency Annual Financial Statement (1954)
  - c. Central Intelligence Agency Quarterly Financial Statement (1954-1955)
  - d. Central Intelligence Agency Annual Financial Report (1954)

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e. Financial Condition of Subsidy and Proprietary Projects (1954-1955)

f. Evaluation of [REDACTED] Stations. (1955)

g. Report on Status of Appropriations (FY 1954-1956)

h. Expenditures by Fiscal Years (1955)

1. Monthly Financial and Statistical information for Director and DD/S (FY 1954-1956)

Personnel Reports (Eyes Only)

File consists of copies of personnel statistical reports that are used for budget formulation and execution. Filed by fiscal year, by type of report, and chronologically thereunder. (Fiscal Year 1953-1956)

Records Disposition Files

Includes descriptive inventories, disposal authorizations, schedules for the retirement of records, and correspondence or memoranda relating to revisions. (1953-1955)

War Planning Records

File consists of copies of correspondence and related data, a portion of which reflects Agency policy for War Planning. Used for reference purposes and for possible use in preparing a budget. Filed chronologically. (1952-1955)

Budget Preparation and Presentation Records

a. Operational Programs. File reflects by Area Division and future program activities that are to be carried out by operating offices. Operational programs reflect the Agency policy and plans upon which the budget for ensuing year is prepared. Filed by Fiscal Year and by Area Division thereunder. (Fiscal Years 1953-1956)

b. Correspondence. File reflects Agency policy and procedures governing budget administration and includes data prepared for Bureau of the Budget and Congressional Hearings. Filed by Fiscal Year and by subject thereunder. (Fiscal Years 1947-1957)

c. Budget Estimates. File copies of budget estimates comprising appropriation language sheets, narrative statements and related schedules and data. Filed chronologically. (Fiscal Years 1947-1954)

d. Personnel Graphs, Allotment and Obligation Graphs, and Expenditure Graphs. These files portray trends that are not evident in the Finance and Fiscal Division on monthly reports. Filed by type of graph and chronologically thereunder. (Fiscal Years 1947-1956)

Special Project Files

File consists of project budget, copies of operational reports, correspondence, and related data on special projects. Used in

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allocating money to projects and as reference material when reviewing Area Programs. Filed alphabetically by project name and chronologically thereunder. (1952-1955)

Technical Accounting Staff

- 24a Staff Correspondence File  
Policy and procedure correspondence file consisting of letters, memoranda, staff studies, and other files which document the administration and operation of the Technical Accounting Staff. Filed by subject and chronologically thereunder; start a new file every two years. (1953-1956) 2 ft
- 25 Project Case Files  
File includes project administrative plans, accounting systems, correspondence relative to the installation of accounting systems, comments and concurrences and related working papers that reflect the financial reporting requirements for projects. Filed alphabetically by name of project. Place in inactive file upon termination of project. (1953-1956) 12 ft

Program Analysis Staff

- 29a Staff Correspondence File  
Correspondence files of Agency policy and procedure governing the program analysis of Agency activities. Filed by subject and chronologically thereunder; start a new file every year. (1953-1955) .5 ft
- 33a Project and Special Analyses Files  
File consists of correspondence, copies of reports and other related data accumulated during course of analyzing projects or special financial Agency transactions. Used in preparing financial reports and statements. Filed alphabetically by type of analysis; start a new file every year. (1953-1955) 3.5 ft
- 35b Financial Reports, Outgoing  
Work papers used in preparing monthly, quarterly, and annual financial reports and annual financial reports and statements. Filed by fiscal year, by type of report and chronologically thereunder. (Fiscal Years 1953-1956) 2 ft

National Security Council Records

- 1 NSC Correspondence File  
Correspondence files showing NSC policies and procedures governing budget administration, and reflecting policy decisions affecting expenditures for the NSC program. Filed by subject and chronologically thereunder; start a new file every 2 years. (Fiscal Years 1952-1956) .1 ft
- 2 File copies of budget estimates comprising appropriation language sheets, narrative statements, and related schedules and data. Filed by fiscal year. (Fiscal Years 1952-1956) .5 ft
- 3 Work papers, cost statements, and rough data accumulated in preparation of annual budget estimates, including duplicates of papers included in file copies of budget estimates. Filed chronologically. (Fiscal Years 1952-1956) .5 ft

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Fiscal Division

- 1a Division Correspondence File  
Policy and procedure correspondence file consisting of letters, memoranda, staff studies, and other files which document the administration and operation of the Fiscal Division. n. a.
- 25b Claims Branch Correspondence File  
Correspondence relative to policy and procedure of Claims Branch 1946 to April 1955. n. a.
- 39 Individual Earnings and Service Cards  
Individual Earnings Record or its equivalent. Form WD-43 (prior to January 1953). Individual Payroll Data Card, Form 34-44, and Individual Earnings Listing (subsequent to January 1953).
- 40a Payroll Branch Correspondence File  
Correspondence files applicable to payroll preparation and processing. n. a.  
a. Policy and procedure correspondence.
- 48a Applications for Leave  
Applications for Leave-SF 71 or equivalent. n. a.  
a. Applications for leave taken immediately prior to separation.
- 85a Reports on Appropriations and Apportionments  
End of fiscal year report. n. a.
- 86a Reports on Allotment, Obligation and Expenditures  
End of fiscal year report. n. a.

Fiscal Division

Site audit

Payroll Records

STATSBEC Foreign Payrolls for [REDACTED] Personnel. WD 43, Earning Record Cards are not maintained. File includes the following forms:

[REDACTED]

SF 1128, Payroll for Personal Services-Payroll Certification & Summary.

STATSPEC

4

Freight and Passenger Transportation Records

Original freight and passenger transportation records maintained for General Accounting Office site audit. File includes the following forms or equivalent, shipping documents, commercial bills of lading, and other related papers. n. a.

- SF 1103 - U. S. Gov't Bill of Lading
- SF 1108 - Certificate in Lieu of Lost U. S. Gov't Bill of Lading
- SF 1113 - Public Voucher for Transportation Charges
- SF 1141 - Transportation Request
- SF 1166 - Voucher and Schedule of Payments
- SF 1067 - Public Voucher for Transportation of Passengers
- a. 1946 - June 1952
- b. Effective July 1952

Original Contracts and Letters of Agreement

5 Original Contracts and Letters of Agreement on Negotiated Contracts covering general Agency procurement. Records maintained for General Accounting Office site audit.

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SF 32, General Provisions  
SF 33, Invitation, Bid & Award  
SF 40, Contract for Telephone Service  
SF 1036 Statement & Certificate of Award.

Personal Service Contracts

- 7 Personal Service Contracts. File consists of original Form 37-53, Personal Service Contract, or equivalent, in which terms and conditions of employment for consultants or part-time employees are set forth. Used for audit purposes when making payments pursuant to contracts. File retained for General Accounting Office site audit.

Budget Division

Division Correspondence File

- 1a Correspondence files of Agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for Agency programs.

Fiscal Year Budgets

- 2 The Fiscal Year Budget including work papers, cost statements, justifications, charts, appropriation language sheets, narrative statements, related schedules, and other data not reproduced. A Fiscal Year Budget consists of:
- a. Preliminary estimates
  - b. Office estimates
  - c. Agency estimates - Bureau of the Budget submission
  - d. Congressional Budget
  - e. Special items (not regular)
  - f. Operating Budget

Finance Division Monthly Report

- 7 a&b Finance Division Monthly Report. This report reflects the month's activity of unvouchered funds. Used as reference material. Record copy maintained by Office of the Comptroller.
- a. Last report for fiscal year.
  - b. Copy of Fiscal Year report that supports Bureau of the Budget and Congressional Budget submissions.
  - c. All others

Report on Status of Appropriation Accounts

- 8 File consists of a report on the Status of Appropriation Accounts. Used to report status of the various appropriation accounts by appropriation title.

Vouchered Funds Report of Allotment Transactions

- 9 a&b Records consist of Form No. 34-39, Analysis of Allotment Transactions and Form no. 34-40 Analysis of Obligations and Expenditures by Object Class, or equivalent forms. Report reflects the status of the various allotments.
- a. Last report for fiscal year.
  - b. Copy of fiscal year report that supports Bureau of the Budget and Congressional Budget submissions.

Allotment Ledgers, Unvouchered

11 IBM listings which reflect status of allotments under auth. appropriation. Record copy in Fin. Div. Last report for F. Y. and copy supporting Bur. of Budget and Cong. submissions.

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10 a&b

Sub-Object Expenditure Reports

Reflects distribution of payments by sub-objects for entire period of appropriation. Used as reference material.

- a. Last report for fiscal year.
- b. Copy of fiscal year report that supports Bureau of the Budget and Congressional Budget submissions.

14

Leave Graphs

Graphs reflect by area, the trend of number of vouchered employees on duty compared with number of hours annual leave, overtime, and holiday time.

17

Military Personnel File of Reimbursable Salaries

Records consist of monthly reports from Divisions reflecting the name, rank, estimated obligation and allotment chargeable, by services, e.g. (Army, Navy, Air Force, or U.S.M.C.). Report is used to verify the amounts of reimbursement and used as a basis for future planning.

25

Annual Motor Vehicle Report

Records consist of Standard Form No. 82, Annual Motor Vehicle Report; Standard Form 82a, Annual Motor Vehicle Report, Tabulation by States; and applicable correspondence. Records reflect cost, expense, and statistical data on vehicles by type.

1

Finance Division

a. Correspondence file consisting of memoranda, studies, and other documents reflecting evidence of the Branch's policies and procedures.

b. Correspondence file not otherwise described in Item 1-a.

2

General Accounts Ledgers

General Accounts Ledgers, showing debit and credit entries, and reflecting expenditures in summary.

3

Allotment Records

a. Allotment Ledgers showing status of obligations and allotments under each authorized appropriation. Reflects expenditures by allotments and object class and unliquidated obligations.

b. Allotment Advices. Records consist of Advice of Allotment authorizations issued by the Budget Division for the purpose of making allocated funds available for obligation. Used as a control in allotting appropriated funds.

4b,d,f,i,j,m

Posting and Control Records

Records used as posting and control media subsidiary to the general and allotment ledgers.

b. Voucher Register of daily transactions showing voucher number, amount applicable, general ledger account and description.

d. Cash Journals showing daily registers of transactions of Agent Cashiers. IBM listings.

f. Appropriation Adjustments. Records include adjustment vouchers and periodic reports on status of appropriation accounts showing adjustments between fiscal year appropriations.

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1. Reconciliations of Liability Accounts. Work papers used to support general ledger entries.
- j. Individual Advance Account Listings. Trial Balance, detailed listing of individual advance accounts as of end of month. Listing reflects status of each account.
- m. Amounts due from Agency Personnel, 150 Account representing receivables due from agency personnel such as earned salary paid prior to regular pay day and overpayments.

5 Communications Cost Reports

File consists of original report from Communications Office and is used for reconciling reimbursement for communication services.

6 Field Station Case Files

Files reflect cumulative financial history of station activities through copies of accounting reconciliations and copies of applicable correspondence. Used for reference purposes.

7 Original Posting Vouchers

Original Posting Voucher, comprising posting entries, certification of certifying officer, original accountings, receipts, and all supporting data applicable to the financial accounting. See Registry Schedule. Item No. 89.

10 Advance of Funds, Employee Case Files

Records consist of correspondence and statements relative to the status of advance of funds. Used in analyzing advances.

11b Quarterly Statements of Advance Accounts

b. Statements reflecting zero balance.

12 Deceased Individual Advance Accounts

Deceased Individual Advance Accounts showing debit and credit entries of account. (Old 326 Accounts 1/1/52 - 12/31/52).

17 Hand Posted Books - Obsolete File.

- a. Expense Ledgers, reflecting expenditures by allotments and by object class. Postings to expense ledgers made in chronological order.
- b. Contractual Obligation Ledgers, showing total obligated for each contract and balance due contractor.
- c. Advance Ledgers reflecting debit and credit entries to individual accounts. 1947-1950.

27 Proprietary Accounts Branch Correspondence File  
Correspondence Files, Branch

- a. Correspondence files reflecting policies and procedures applicable to the Proprietary Accounts Branch.
- b. Correspondence files not otherwise described in 27a.

28 Proprietary, Subsidy & Funding Projects Case Files

Case files on Proprietary, Subsidy, and Funding Projects. Records consist of copy of project administrative plan, accountings submitted by cover companies, correspondence, copies of audit reports prepared by Audit Office and Commercial Auditors, copies of adjustment vouchers, bank statements, and other applicable data.

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- 29 Project Card Files  
Project Card File maintained for the purpose of recording the receipt and control of documents. They include Declarations of Trusts, Stock Certificates, and other similar documents.
- 30 Protective Document Card File  
Protective Document Card File maintained for the purpose of recording the receipt and control of documents. They include Declarations of Trusts, Stock Certificates, and other similar documents.
- 31 Project Control Book  
Records reflect a brief historical outline of each project. Used for reference purposes.
- 34 Accounting Log  
Accounting Log maintained for the purpose of recording receipt of project accountings (this file discontinued as of 1 February 1954. See Item No. 29). (Obsolete File.)
- 35 Protective Document Log  
Protective Document Log maintained for the purpose of recording the receipt in chronological order and control of documents. (This file discontinued as of 1 January 1954. See Item No. 30) (Obsolete File).
- 36 Audit Report Records  
Audit Report Records consisting of auditors' working papers, records pertaining to clearance of deficiencies revealed as a result of audit, and copies of the formal audit report. (July 1951 - September 1952). Audit Reports are now prepared by Audit Office. (Obsolete File.)
- 39a Payroll Branch Correspondence File  
Correspondence Files maintained by operating units responsible for payroll preparation and processing relating to administration and operation of the units.  
a. Correspondence relative to policy and procedure.
- 40 Employee's Normal Pay Record  
Employee's Normal Pay Record (Form No. 33-24 or its equivalent.)  
a. Cards on transferred and separated employees, and papers recommended by item 43 as attachments.  
b. Cards on active employees.
- 41 Time and Attendance Reports  
a. Time and Attendance Reports, Standard Form 1130.  
b. Confidential Funds Departmental Time and Attendance Report, Duty Status Reports, all others.
- 42 Employee's Case Files, Headquarters  
Records consist of payroll forms, correspondence, and other financial data applicable to employees paid from unvouchered funds.
- 43 Applications for Leave and Supporting Papers  
a. Applications for leave taken immediately prior to separations  
b. All others.

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- 44 Leave Record Cards  
Leave record cards, maintained independently of pay and earning records. Standard Form 1137.  
a. Final cards showing accumulated leave on separation.  
b. All other cards.
- 45 Record of Leave Data Transferred  
Records of leave data transferred. Standard Form 1150.
- 46 Notification of Personnel Action  
Notification of Personnel Action, exclusive of those in Official Personnel Folders, Standard Form 50, Standard Form 52, Standard Form 1126.  
a. Pay copy.
- 47 Payroll Change Notices  
Payroll Change Notices, Form 33-29A  
a. Pay copy.
- 48 Individual Authorizations  
Individual authorization and record of payroll allotments and deductions Foreign Duty Data Sheet, Form 33-2; Personnel Transfer and Clearance Sheet, Form 33-29; Residence and Dependency Report, Form 33-48. All others.
- 49 Claims for Allowances and Temporary Lodgings  
Application for Allowances, Form 34-32. Claim for temporary lodgings, Form 33-46.
- 50 Withholding Tax Exemption Certificates  
Withholding tax exemption certificates, such as Internal Revenue Form W-4.
- 52 Reports of Withheld Federal Taxes  
Reports of Withheld Federal Taxes and related papers.
- 53 Designation of Beneficiary  
Unpaid compensation of deceased civilian employee, S. F. 1152.
- 55 Payroll Control Registers  
Payroll Control Registers. Data summarized on Form 33-29A.
- 56 IBM Check List  
IBM Check List reflecting employee number, payroll number, check number and amount.
- 58 IBM Journal  
IBM Journal. Itemization of Pay and Deductions.

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59 a,b

Posting Journal

Maintained by Reviewers.

a. IBM Ledger Individual Earnings, cumulative record of pay and deductions for 1 year period.

b. IBM Ledger Individual Earnings, cumulative record of pay and deductions for one year period. Prepared 1 name to 1 sheet.

70

Contract Agreements, Military Personnel

Contract Agreements with Military Personnel.

71

[REDACTED]

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73

Employee Case Files, Field

Records consist of payroll and travel forms, correspondence, and other financial data applicable to employees tour of duty at Field Station.

74

[REDACTED]

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79

Employee Case Files, Travel

Employee Case File relating to official travel of officers, employees, dependents, or others authorized to travel. File includes copies of travel orders, vouchers, requests for advances, difference statements, statement of account, record of transportation furnished, cash receipts, correspondence, and travel expense record card.

80

Special Consultant Case File

Special Consultant Case File relating to official travel of consultants. File includes copies of travel orders, vouchers, personal services contract, correspondence, and travel expense record card.

83

Miscellaneous Travel Records

Miscellaneous Records relating to officers, employees, dependents, or other authorized to travel.

87 a,b,c,

Registry Correspondence File

a. Registry Correspondence Subject File Correspondence files of Agency policy and procedures governing voucher preparation, staff studies, administrative audit, and other accounting and disbursing operations.

b. Correspondence subject files not otherwise described in Item 87 a.

c. Field Station Correspondence File containing official record copy of outgoing correspondence and incoming correspondence.

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88 Cable File, Incoming and Outgoing  
Cables, incoming and outgoing filed separately in same folder. u. g

89 Original Posting Vouchers  
Original Posting Vouchers, comprising posting entries, certification of certifying officer, original accountings, receipts, and all supporting data applicable to the financial accounting. u. g

90 Station and Project Accountings  
Station and Project Accountings including station or project vouchers, receipts, and other supporting data applicable to the financial accounting. (Accountings too large in volume to attach to posting voucher). See Item 89.

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94 Name Card File  
Name card file of indigenous personnel hired on a temporary basis. Record of convenience file only. (Incomplete file). u. g

96 Cash Journals  
Cash Journals and Finance Ledgers prepared by Field Stations. u. a

97 Reference Material, Regulations etc.  
Reference Material consisting of all Agency Regulations, Notices, Directives, Administrative Orders and other reference material published by the Agency.

99 Outgoing Correspondence File, 1946-1951  
Correspondence File (outgoing) (December 1946 - December 1951) u. a

100 Employee Case File, Advances  
Employee Case File including correspondence re financial transactions such as authorizations, copies of vouchers, requests for advances, accountings for advances. u. a

102 Agent Cashier Case Files  
Agent Cashier Case Files including copies of S. F. 1655, Statement of Account of Funds Entrusted to Agent Cashiers; S. F. 1034, Voucher for Services Other Than Personal; Form 33-43, Application for Advance of Funds.

103 Agent Cashier Bank Account Files  
Agent Cashier Bank Account Case Files including monthly bank statements, records of deposits, reconciliation statements. u. a

104 Cancelled Check File  
Cancelled Checks representing paid receipts for payment of salary, travel, and operational supplies, equipment and services. u. a

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Machine Records Division

66

Subject Files

These files accumulate in the general administration of the division and are used for administrative and planning purposes.

a. File consists of cables and memoranda relative to studies and surveys pertaining to installation and utilization of IBM equipment and personnel.

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Reference C

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Office of the Comptroller

as of 14 Nov. 1956)

Office of Comptroller Records Inventory Schedule 31-57

9. "Weekly Activity and Production Reports," July 1954-Dec. 1955. 1 ft. Reports submitted by each Division and Staff. Used for personnel and management purposes. Filed by type of report and chrono. Destroy after 5 years.
17. "Summary Table of Organization Analyses Ledger," FY 51-56. .1 ft. Handposted summary of T/O changes by fiscal year and organization component. Destroyed when no longer used.
26. "Regulation Case Files," 1953-1956. 5 ft. Proposed regulations, and correspondence pertaining to comments and concurrences. Destroy 6 months to 2 years after issuance of regulation.
27. "Procedure Case Files," 1953-1956. 1.5 ft. Temporary as in No. 26, above.

Budget Division Schedule 31.05-57

3. "Budget Analyst Working Papers," Analyst to place notes of permanent value in official file.
4. "Tables of Organization," IBM listings of personnel data by allotment structure. Dispose after 10 years.

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